

**Personal Data Breach Report Form**

Please see the University’s Personal Data Breach Procedure which relates to this form. This form should be completed following receipt of a Personal Data Breach Notification and be updated regularly throughout the course of a personal data breach.

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| **Breach reference number** |  |
| **Status of breach** | Choose a status |

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| **Additional information about the personal data breach** |
| **Date/time breach notified** | **Date** |  | **Time** |  |
| **Date/time breach confirmed** | **Date** |  | **Time** |  |
| **Primary cause of breach** |
|[ ]  Malicious attack/cyber incident |[ ]  Other: |
|[ ]  Accident (e.g. system failure) |  |  |
|[ ]  Negligence (e.g. human error) |  |  |
| **Origin of breach** |
|[ ]  Internal (e.g. staff or student) |[ ]  External – third party controller |
|[ ]  External – third party processor |[ ]  External – other third party |
| **Categories of personal data affected** |
|[ ]  Basic personal identifiers(name, contact details) |[ ]  Economic and financial data(debit/credit card/bank account details) |
|[ ]  Access credentials(usernames, passwords) |[ ]  Surveillance and monitoring data(CCTV footage, IT system logs) |
|[ ]  Data revealing religious or philosophical beliefs |[ ]  Data relating to criminal convictions and offences |
|[ ]  Data revealing racial or ethnic origin |[ ]  Genetic data |
|[ ]  Data revealing political opinions |[ ]  Location data |
|[ ]  Data revealing trade union membership |[ ]  Health data |
|[ ]  Data concerning sex life |[ ]  Unknown |
|[ ]  Data concerning sexual orientation |[ ]  Other: |
|[ ]  Data concerning gender reassignment |  |  |
|[ ]  Biometric data |  |  |
| **Categories of individuals affected** |[ ]  Prospective students |
|  |[ ]  Current students |
|  |[ ]  Alumni |
|  |[ ]  Staff (other than senior staff) |
|  |[ ]  Senior staff |
|  |[ ]  Research participants |
|  |[ ]  Other: |  |
| **Further information concerning the personal data breach** |
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| **Assessment of the personal data breach** |
| **Number of records affected** |  |
| **Number of individuals affected** |  |
| **Encryption status of records affected** |[ ]  Full encryption |
|  |[ ]  Partial encryption |
|  |[ ]  No encryption |
| **Estimated financial damage arising from breach (if possible)** |[ ]  £:  |
|  |[ ]  None |
| **Type of breach** | **Category of breach** |
|[ ]  Confidentiality | Choose a category |
|[ ]  Integrity | Choose a category |
|[ ]  Availability | Choose a category |

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| **Likely impact of the breach** |
|[ ]  Breach of confidentiality |[ ]  Liability issues |
|[ ]  Business interruption |[ ]  Loss of personal data |
|[ ]  Damage to University’s reputation |[ ]  Property damage |
|[ ]  Damage to individuals’ reputation |[ ]  Re-identification of individuals |
|[ ]  Direct financial loss |[ ]  Reversal of pseudonymisation |
|[ ]  Discrimination |[ ]  Unauthorised access to systems |
|[ ]  Emotional distress |[ ]  Other:  |
|[ ]  Harassment or victimisation |  |  |
|[ ]  Identity theft or fraud |  |  |
| **Mitigation of the personal data breach** |
| **Description of action(s) taken to mitigate the breach** |
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| **Description of action(s) taken to recover or reconstitute lost or damaged data** |
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| **Notification of the personal data breach (further details to be added to timeline)** |
| **Notification to Information Commissioner’s Office (ICO)** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |
| **Notification to data subjects** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |

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| **Notification to third party processors** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |
| **Notification to research funders, partners or data providers where contracted** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |
| **Notification to insurers** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |
| **Notification to police/Action Fraud** |
| **Notification required** |[ ]  Yes |[ ]  No |
| **Explanatory notes** |  |

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| **Review of personal data breach** |
| **Root cause(s) of the breach** |
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| **Lessons learned – preventing recurrence** |
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| **Lessons learned – management of the breach** |
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| **Recommendations for cascading lessons learned** |
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| **Follow-up actions required in relation to the breach** |
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| **Personal Data Breach Management Timeline -****To record key events and actions taken** |
| **Date** | **Time** | **Action** | **Noted by** | **Approved by** | **Comments** |
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